

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the team.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources needed to complete each task.

4. The fourth step is to implement the plan. This involves assigning tasks to team members, setting deadlines, and monitoring progress to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves comparing the actual outcomes against the objectives and goals to determine the success of the project and identify areas for improvement.

6. Throughout the process, communication and collaboration are essential. Team members should be kept informed of progress and any changes to the plan, and they should be encouraged to provide input and feedback.

7. It is also important to document the project process and results. This helps to create a record of what was done, why it was done, and the outcomes achieved, which can be used for future reference and learning.

8. Finally, it is important to celebrate the success of the project and recognize the contributions of the team members. This helps to boost morale and encourages future collaboration and innovation.

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Class	Subclass	Date	Examiner

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